

**King, Valerie A.**

**From:** King, Valerie A.  
**Sent:** Tuesday, August 28, 2001 2:08 PM  
**To:** Schorp, Matthias  
**Subject:** RE: Agenda

Now I understand. The review will cover those INBIFO projects that fall under the Understanding Smoking and Health portion of our plan. That will cover 16 projects including the following three of yours:

- 8-HDG Adducts (1103)
- Haemoglobin adducts of aromatic amines (AA) (1104)
- Active smoking and COPD (1110)

I will be forwarding a template to you via Barbara Rapkewitz that you should use for your presentations (Barbara's probably the reason the review made it's way to your calendar in the first place). The thinking is to allow 5 minutes of presentation and 10 minutes of discussion per project. We tend to not need that long, but we'd rather finish up early than run late.

Hope that is of some help.

Best regards,  
Valerie

-----Original Message-----

**From:** Schorp, Matthias  
**Sent:** Tuesday, August 28, 2001 12:04 PM  
**To:** King, Valerie A.  
**Subject:** RE: Agenda

Valerie,

Thanks for the speedy response. I knew that I was on the agenda on Sept. 27. The problem is, I don't find the document where I got this information from. So what I am basically asking is not the detailed agenda, but simply who's on to talk and on which project.

You made the right decision placing me on the "INBIFO list".

Take care

Matthias

-----Original Message-----

**From:** King, Valerie A.  
**To:** Schorp, Matthias  
**Sent:** 8/28/01 5:31 PM  
**Subject:** Agenda

Dear Matthias,

I just received your voice mail - sorry I missed you. I am actually in the process of preparing the tentative agenda and can forward it to you before week's end.

Regarding dates, it looks like we will cover the INBIFO Understand Smoking and Health projects on September 27. Since you're physically at INBIFO right now, I'd planned to include you in that review. Let me know if you'd rather be covered as part of the Neuchatel S&H project review (date still to be determined, but should take place in September).

Best regards,  
Valerie

